

NOTICE TO CONSULTANT ENGINEERS REGARDING A REQUEST FOR QUALIFICATIONS AND LETTERS OF INTEREST

October 4, 2018

The Town of Arlington, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional consultant engineering firm to provide services related to construction of improvements to **S.R. 205 (Airline Road), from I-40 to north of Milton Wilson Boulevard (TDOT PIN 120178.00)**. The project shall be accomplished in accordance with TDOT Local Programs guidelines. The professional engineering consulting firm must be on TDOT's pre-approved list or have a completed pre-qualification form filed with TDOT by the deadline for the Letters of Interest. The prequalified firm must have unlimited status. Responsibilities of the professional consultant firm include, but are not limited to:

Required Scope of Services

- Providing Construction Engineering and Inspection (CEI) Services for the construction phase of the project in accordance with all Town of Arlington, TDOT and FHWA requirements. Services will include: project administration, construction inspections, EPSC inspections, utility coordination, QA inspections & testing, shop drawing & submittal reviews, records maintenance, and all other CEI-related services required for the project.

Estimated Schedule for Performance of Work

- Anticipated award of construction contract: June 2019
- Anticipated duration of construction: 9 - 12 months

Firms may request consideration by submitting a letter of interest along with qualifications to the Town of Arlington, Town Hall, 5854 Airline Road, Arlington, TN 38002; Attn: Cathy Durant, Town Administrator. All letters of interest must be received by the Town of Arlington on or before **4:00 p.m. (local time) on Tuesday, October 30, 2018**. The letter of interest and qualifications shall indicate the scope of services to be completed by any sub-consultants. The Town of Arlington intends to enter into a cost-plus fixed fee agreement for this work, based on TDOT-approved overhead and profit rates.

Interested firms shall submit letters of interest with firm contact information including name, address and e-mail of primary contact. The letters of interest shall also include:

- Work experience in the required disciplines with TDOT, the Town of Arlington and other municipal clients
- Staff capabilities of prime consultant
- Staff capabilities of any subconsultants
- Specialized expertise
- Workload capacity, including amount of work currently under contract
- Approach to the project
- Past performance on Town of Arlington projects

Based on a review of the letters of interest, the Town of Arlington will rank the qualified firms. From this list the top ranked consultant will be selected to begin negotiations. The consultant evaluation committee may elect to conduct interviews, if necessary.

Prequalification procedures, example letter of interest, list of pre-qualified firms and certified DBEs, TDOT's standard procurement policy, and additional information can be found at this internet address <http://www.tn.gov/tdot/topic/consultantinfo>. For information on prequalification, please contact Christine Smotherman at (615)741-4460 or Christine.Smotherman@tn.gov.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the Town of Arlington. For information on DBE certification, please contact David Neese at (615)741-3681 or David.Neese@tn.gov. Details and instructions for DBE certification can be found at the following website: <http://www.tn.gov/tdot/topic/small-business>.